



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
MANPOWER AND RESERVE AFFAIRS
5440 STUDENT DRIVE
ABERDEEN PROVING GROUND, MD 21005-5200

September 24, 1999

MEMORANDUM FOR CONUS CIVILIAN PERSONNEL OPERATIONS CENTER
(CPOC) DIRECTORS

SUBJECT: Standard Operating Procedures for Resumix and Delegated
Examining Unit (DEU) File Maintenance, Guidance
Memorandum 99-22

This memorandum formally transmits the instructions for files maintenance using the attached Resumix Close Out Sheet (Enclosure 1) and the DEU Checklist (Enclosure 2). Directors are responsible for their CPOC's adherence to the following procedures and will ensure distribution of this policy to all appropriate personnel.

This procedure is effective **October 1, 1999**. The checklist will be filed on the left-hand side of the folder and the contents of the folder will be arranged on the right hand side of the folder in the order listed on the checklist.

The point of contact for this action within the Productivity Enhancement Division (PED) is Marsha Glenn at commercial (410) 306-1753, DSN: 458-1753 and electronic mail, marsha.glenn@cpocma.army.mil.

Elmer F. Williams
Director, Civilian Personnel Operations
Center, Management Agency

Enclosures

DISTRIBUTION
All CONUS CPOCs

RESUMIX CLOSE OUT SHEET

Position Title/PP-Series-Grade: _____

Position Description #: _____

Location/Activity: _____

Persaction #: _____

PPP requisition #: _____

Mandatory Placement Programs cleared: _____

Announcement #: _____

USAJOB Control # _____ Date _____

Note: Keep a copy of the following documentation inside the file folder, if applicable.

FILING ORDER OF CLOSE OUT FILES: TOP TO BOTTOM

LEFT SIDE

____ Close Out Sheet

RIGHT SIDE

____ Annotated referral list(s)

____ RESUMIX short list

____ RESUMIX long list (all self nominations)

____ Text Resumes with Resume summaries

____ Final requisition worksheet

____ Miscellaneous/Supporting Documentation

____ Copy of CPOL announcement

(Signature & Date)

Note: A check () must be placed in each block for verification of each forms inclusion or a "N/A", if not applicable.

DEU Checklist
Position, Title, Series,
Grade _____

Announcement# _____

ITEM	YES	NO	COMMENT
AUTHORITY	xxxxxx	xxxxxx	
Delegation Agreement #	xxxxxx	xxxxxx	
Position covered by delegation			
Covered duty location			
Delegation authority current			
DEU staff certified			
ANNOUNCEMENT FILE			
SF-39 request copy (receipt date stamped; properly completed) or equivalent			
RPL/PPP/ICTAP clearance documented (RPL/ICTAP - 5 CFR Part 330)			
Position description			
Vacancy announcement (5 USC 3327)			
- Mandatory items (OPM DEA Operations Handbook): title, series, grade, duty location, open/closing dates (open a minimum of 5 calendar days), quals (KSAs), etc.			
- Additional items, if warranted (maximum entry age; physical requirements; mobility; etc.)			
- Application(s) received/postmarked by closing date (as required by announcement)			
- Targeted recruitment, if any			
- Disposition of incomplete apps			
RATING/RANKING			
Validated KSAs			
Qualification standard identified			
Selective qualification factors developed/justified			
Rating procedure/crediting plan documented			
Rating procedures participants documented			
Supplemental application form (KSA response)			
Veterans' preference applied			
Compensable veterans identified			
Tie-breaking method identified			
Applicant scores documented			
Notice of rating issued			
Rating reconsideration procedure established			